



THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS

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REFUND OF FEES POLICY

The following schedule has been adopted for the refund of fees associated with the filing of the Registration form, an Application to Take the California Bar Examination, an Application to Take the First-Year Law Students' Examination, an Application for Determination of Moral Character, or an Application for Extension of Determination of Moral Character.

The transfer of fees from one examination to another is prohibited.

WITHDRAWALS

In order for a refund to be processed according to the schedule, an express withdrawal must be in writing and actually received in the State Bar's Office of Admissions no later than the established deadlines. STOPPING PAYMENT ON A CHECK, OR DISHONORING A CHECK, OR DISPUTING A CREDIT CARD CHARGE, DOES NOT CONSTITUTE WITHDRAWING FROM AN EXAMINATION.

Application to Take the California Bar Examination/First-Year Law Students' Examination

1. Withdrawal of applications and requests for refunds received within 30 days after the deadline for timely filing, both by first time and repeater applicants, will be honored with a 60% refund of all fees paid in conjunction with the subject examination.
2. Withdrawal of applications and requests for refunds received within 45 days after the deadline for timely filing, by first time applicants, will be honored with a 30% refund of all fees paid in conjunction with the subject examination. This deadline also applies to those applicants who have previously taken an examination but who did not take the most recent examination. Withdrawal of applications and requests for refunds received within 35 days after the deadline for timely filing by applicants seeking to repeat the examination having been unsuccessful on the examination last administered preceding the examination into which current admission was sought will be honored with a 30% refund of all fees paid in conjunction with the subject examination.
3. Requests for refunds filed in excess of 45 days after the deadline for timely filing, by first time applicants, and applicants who have previously taken an examination but who did not take the most recent examination, will not be considered.

Requests for refunds filed in excess of 35 days after the deadline for timely filing by applicants seeking to repeat the examination, having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will not be considered.

Application for Determination of Moral Character

1. Withdrawal of Applications for Determination of Moral Character and requests for refunds received within 30 days after receipt of the Application for Determination of Moral Character will be honored with a 60% refund of all fees paid in conjunction with the Application for Determination of Moral Character.

REGISTRATION/EXAMINATION INELIGIBILITY

1. Applicants for registration found to be ineligible due to either a lack of pre-legal education or a failure to provide proof of admission to another jurisdiction will qualify for a 100% refund of all fees paid in conjunction with registration.

In order for an examination ineligibility refund to be processed according to the schedule, certified transcripts must be received in the State Bar's Office of Admissions no later than the established deadlines, which are published as part of the application materials.

2. Applicants for admission to the General Bar Examination found to be ineligible due to a lack of the requisite legal education will qualify for a 60% refund of all fees paid in conjunction with the subject examination.
3. Applicants for admission to the First-Year Law Students' Examination found to be ineligible due to a lack of the requisite legal education will qualify for a 60% refund of all fees paid in conjunction with the subject examination.

DEATH OR PHYSICAL INCAPACITY

Refunds in the amount of ninety-five percent, 95%, of all fees paid in conjunction with the subject examination will be made according to the following schedule for those situations wherein any of the following prevents an applicant from taking the First-Year Law Students' Examination or the California Bar Examination. In the case of physical incapacity, the refund will be made only in instances of severe, unavoidable and incapacitating circumstances. Documentation relative to death or physical incapacity must accompany any request for refund according to the following schedule.

1. Death, serious illness or disabling injury of a member of the applicant's immediate family that occurred after submittal of an application for the examination but prior to the administration of the subject examination and which death, illness or injury is certified on a copy of a death certificate or the Committee's form;
2. Applicant's serious disabling illness or injury that occurred after submittal of an application for the examination but prior to the administration of the subject examination and which illness or injury is certified on the Committee's form under penalty of perjury; and,
3. Calamitous occurrences involving the applicant such as unanticipated call to active duty in the armed forces, loss of freedom due to terrorist acts, or disorientation due to fire, flood or other severe disaster over which the applicant had no control and the existence of which had not terminated 30 days or less prior to the administration of the subject examination.

APPLICATION ABANDONMENT

Registrations that are not brought to a complete and accepted status within 60 days of receipt will be abandoned. A registration will be deemed accepted when the requisite fees, signature, and all required documentation verifying eligibility has been provided.

First-Year Law Students' Examination and California Bar Examination applications that are not brought to a complete and filed status within 60 days of receipt, or the final eligibility deadline, will be abandoned. This includes the lack of requisite fee, signature, or required documentation. Once the application is filed, if the applicant receives notice to provide information, but does not provide such information by the final eligibility deadline, the application will be abandoned.

Moral character applications that are not brought to a complete and filed status within 60 days of receipt will be abandoned. This includes the lack of requisite fees, signature, or required documentation. Once the moral character application is in filed status, if the applicant receives notice to provide information, but does not provide such information within 90 days of the request, the application will be abandoned.

No refund of fees will be paid in the event a registration or application is abandoned.